

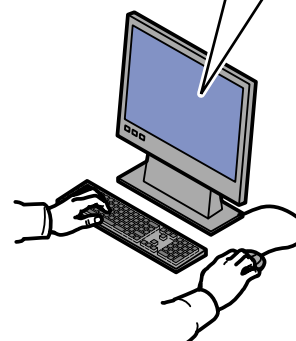
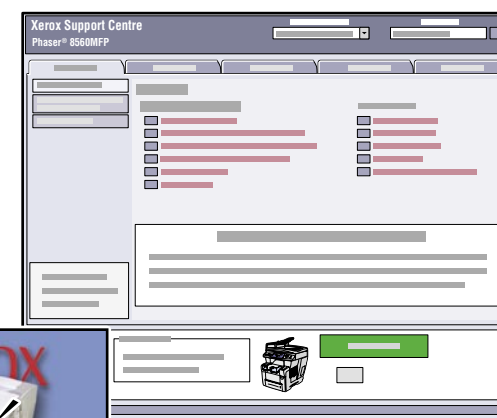
XEROX.

multifunction printer

# Quick Use Guide



## Xerox Support Centre



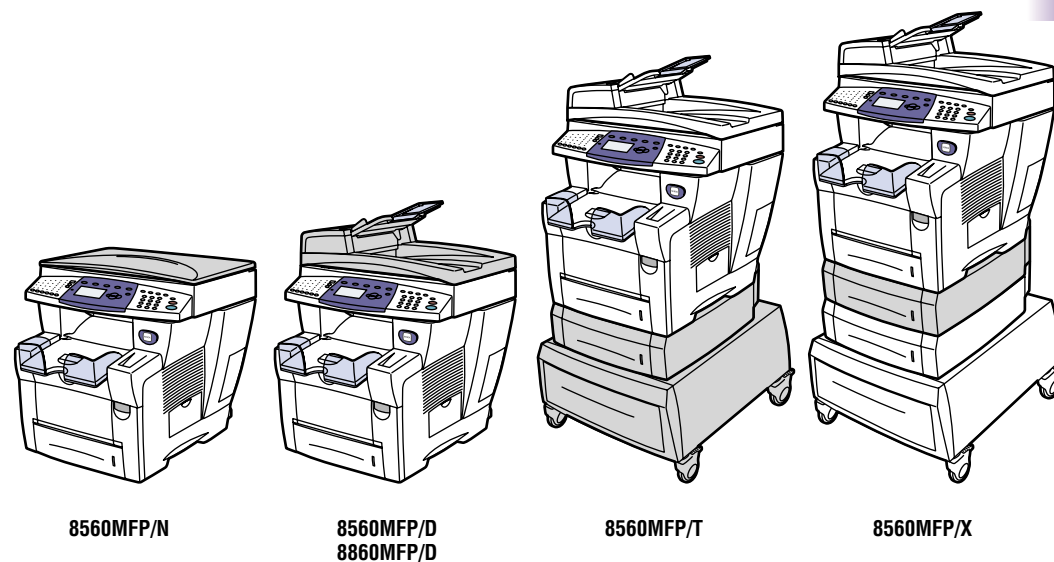
**Utility** installs with the printer driver, or go to [www.xerox.com/support](http://www.xerox.com/support). Double-click the icon on the Windows desktop or Mac OS X dock.

- **User manuals and video tutorials**
- **Troubleshooting**
- **System and supplies status**
- **User safety**
- **Material Safety Data Sheets**

# Contents

System Basics	2
Printing	5
Copying	7
Scanning	9
Faxing	12
Troubleshooting	15

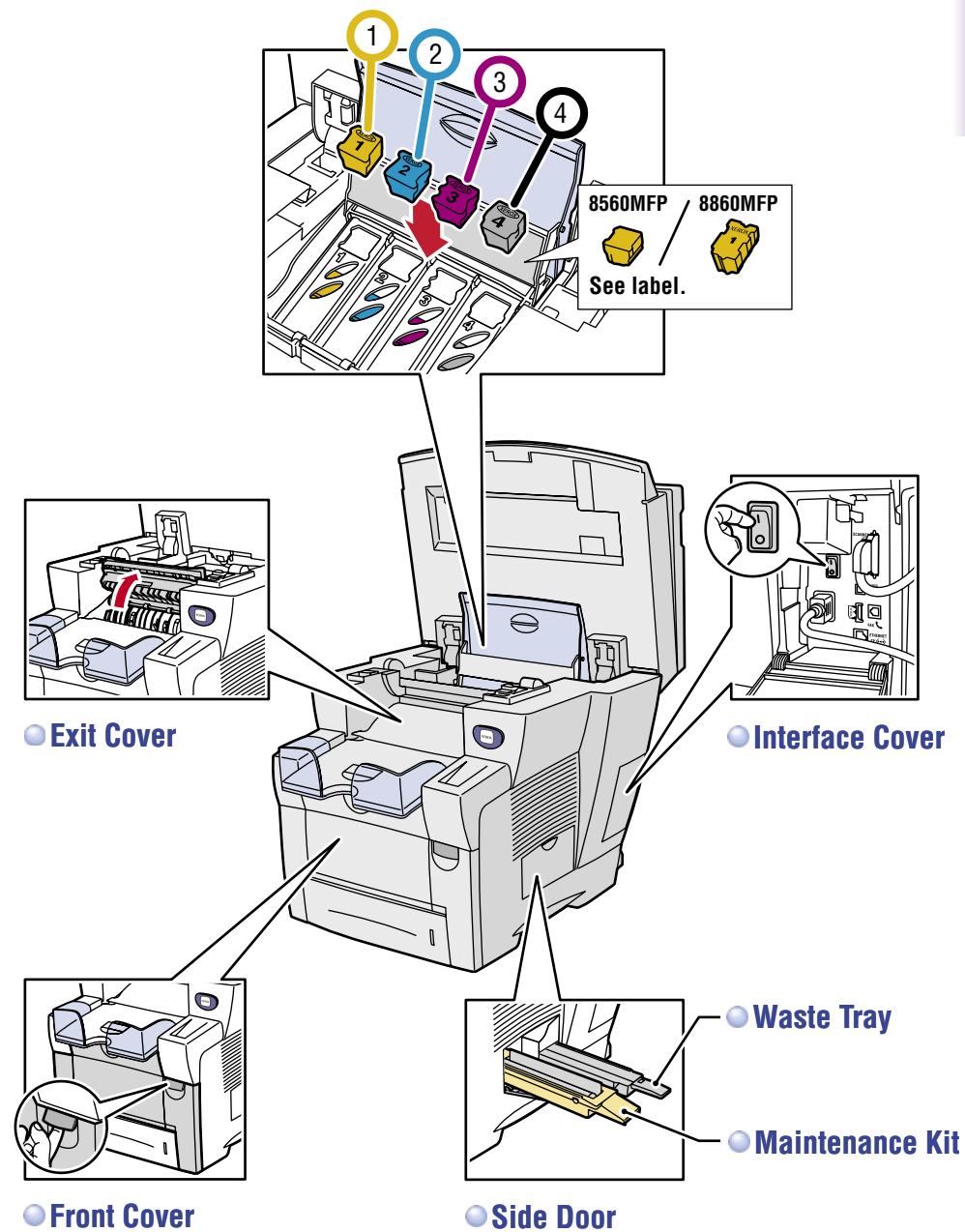
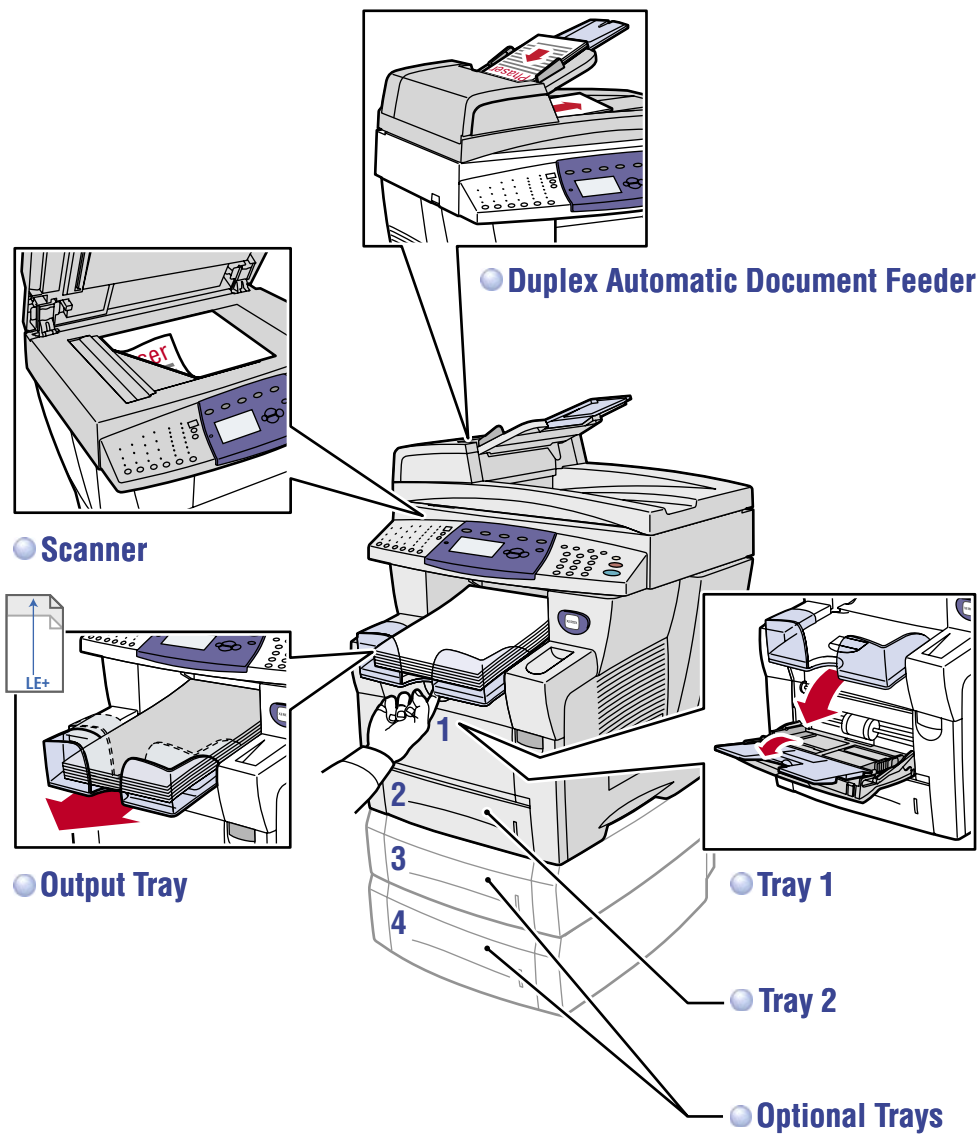
# Configurations



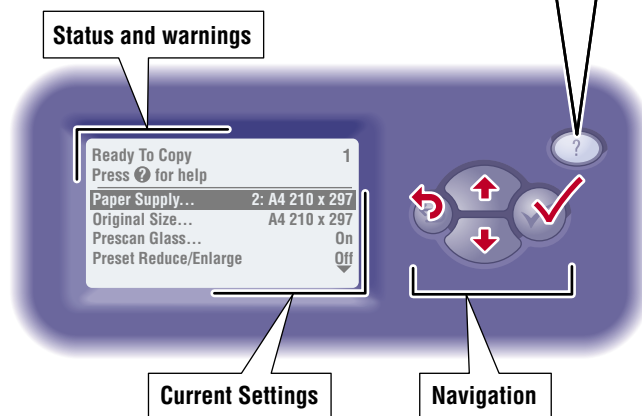
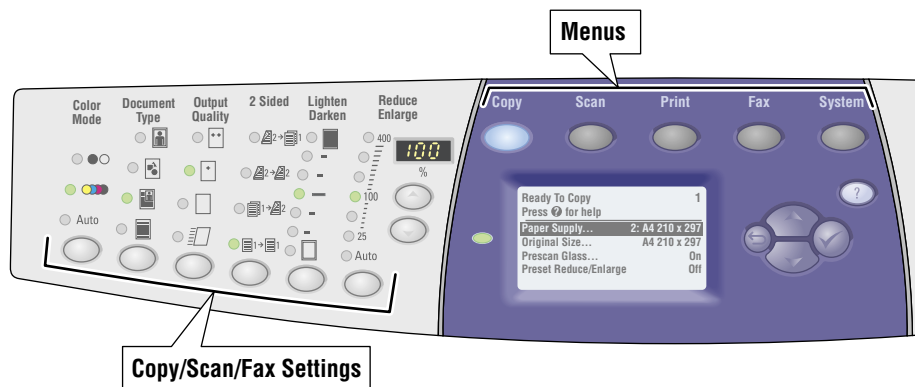
- Some options and features covered in this guide may not be included with your configuration.
- See the [System Configurations](#) chapter in the *User Guide* for information about features and available options.



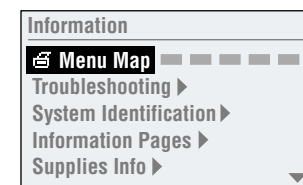
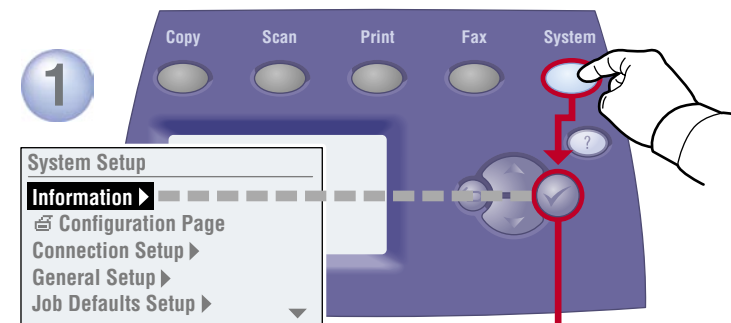
# System Tour



# Control Panel Buttons

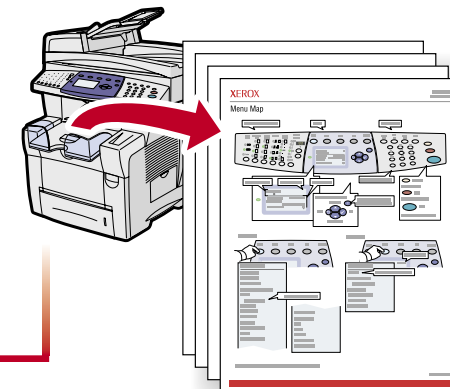
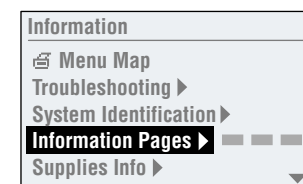


# Information Pages

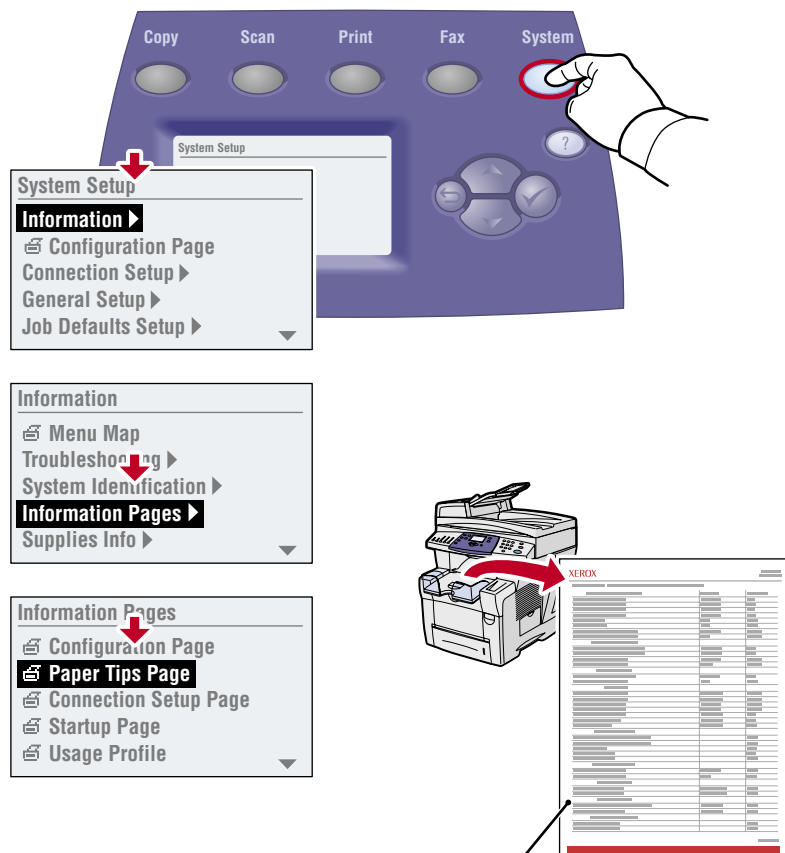


☒ = Prints an information page.

**2**



# Printing



● Print the Paper Tips page for more details about paper type support and tray setup.

● See the [Printing](#) chapter in the *User Guide*.



# Supported Papers

**Trays 1-4**

60 – 120 g/m<sup>2</sup>  
(16 – 32 lb. Bond)

Statement	5.5 x 8.5 in.
Executive	7.25 x 10.5 in.
A/Letter	8.5 x 11.0 in.
US Folio	8.5 x 13.0 in.
Legal	8.5 x 14.0 in.
B5 ISO	176 x 250 mm
B5 JIS	182 x 257 mm
A4	210 x 297 mm
A5	148 x 210 mm
#10 Commercial	4.12 x 9.5 in.
DL	110 x 220 mm
C5	162 x 229 mm

**Tray 1**

60 – 220 g/m<sup>2</sup>  
(16 – 45 lb. Bond/  
22 – 80 lb. Cover)

Index Cards	3 x 5 in.
A6	105 x 148 mm
Custom	(SE) x (LE)
#5 1/2 Baronial	4.375 x 5.75 in.
#6 3/4 Commercial	3.625 x 6.5 in.
Monarch	3.87 x 7.5 in.
#6 1/2 Booklet	6 x 9 in.
Lee	5.25 x 7.25 in.

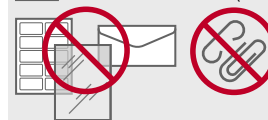
**Unsupported Paper Types**

- Thick paper (indicated by a red 'X' over a paper icon)
- Thin paper (indicated by a red 'X' over a paper icon)
- Envelope (indicated by a red 'X' over an envelope icon)
- Cardstock (indicated by a red 'X' over a cardstock icon)
- Transparency (indicated by a red 'X' over a transparency icon)

## Duplex Automatic Document Feeder

60 – 120 g/m<sup>2</sup>  
(16 – 32 lb. Bond)

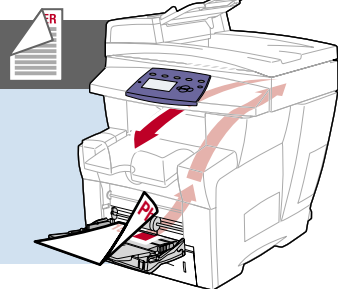
SE: 114 – 216 mm (4.5 – 8.5 in.)  
LE: 140 – 356 mm (5.5 – 14 in.)



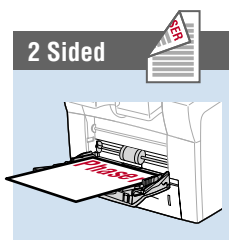
# Basic Printing

Printing

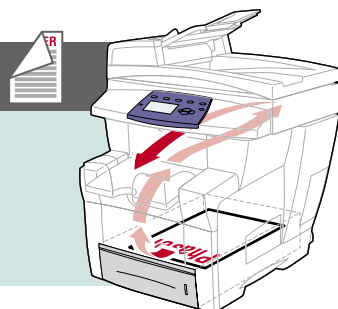
Tray 1  
1 Sided



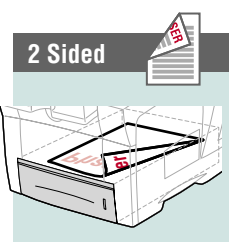
2 Sided



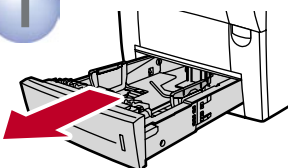
Trays 2-4  
1 Sided



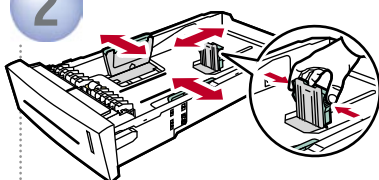
2 Sided



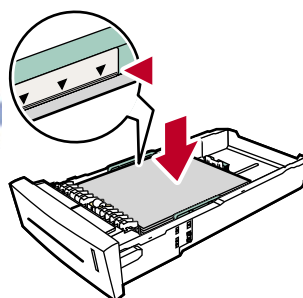
1



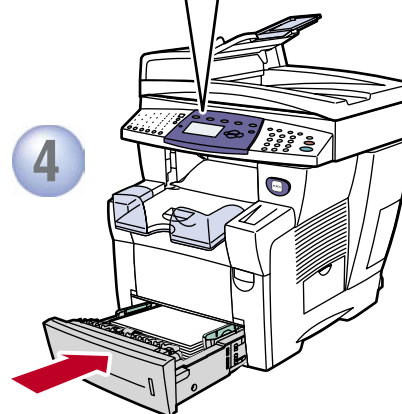
2



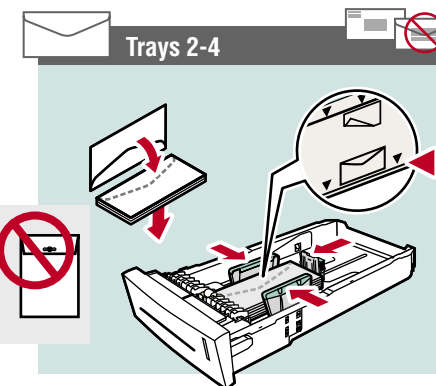
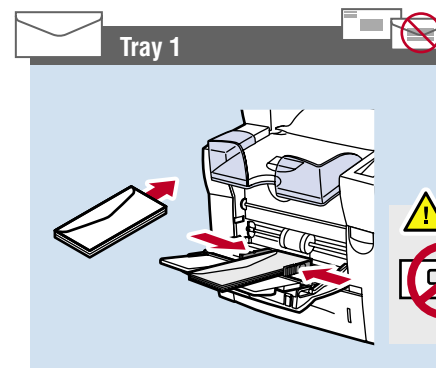
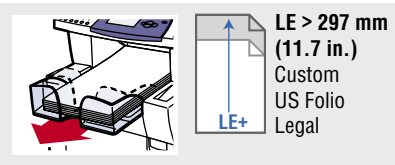
3



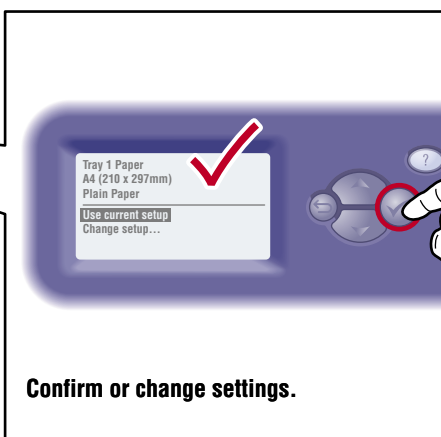
4



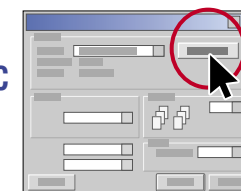
Adjust guides to paper size.  
Press to click in place.



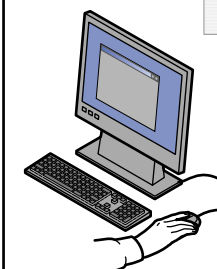
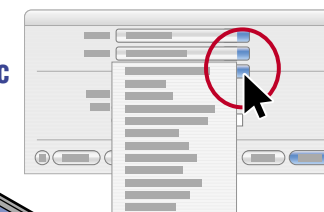
Printing



PC



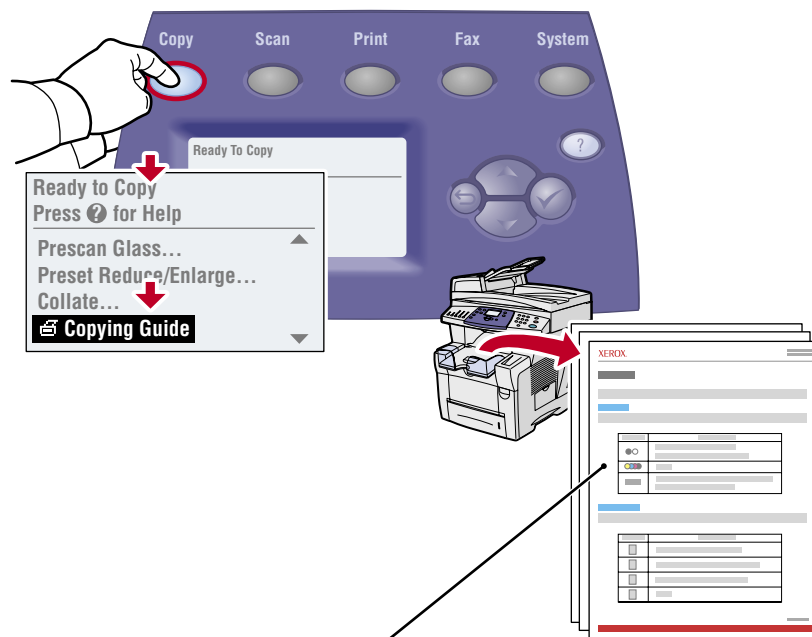
Mac



Select special features  
in the Xerox printer driver.



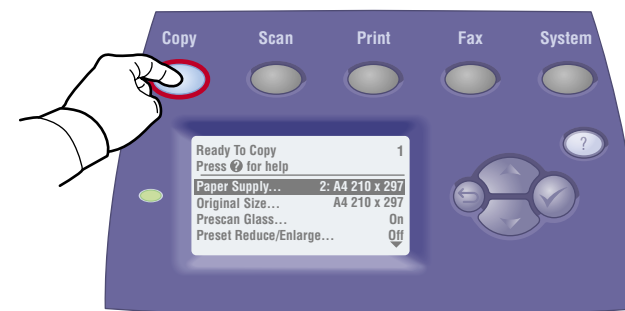
# Copying



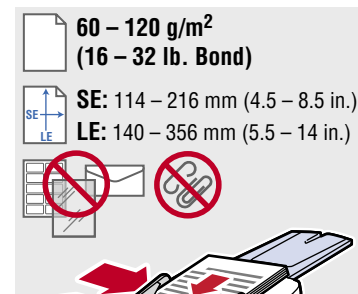
- Print the Copying Guide for basic copying procedures.
- See the [Copying](#) chapter in the *User Guide*.



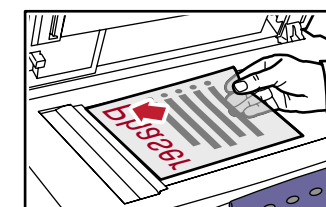
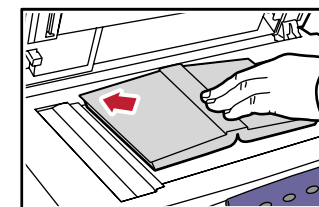
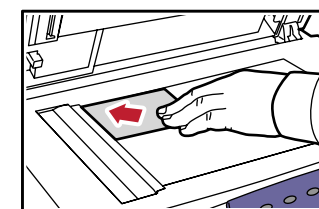
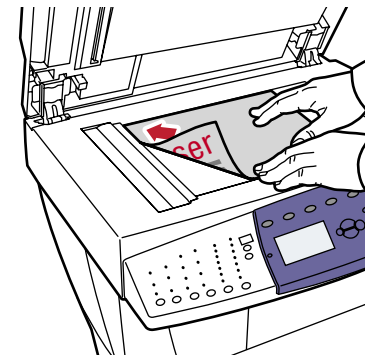
# Basic Copying



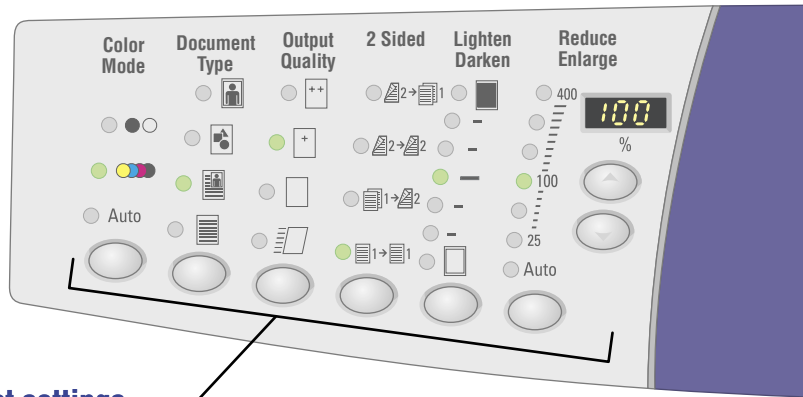
1



- Load original.

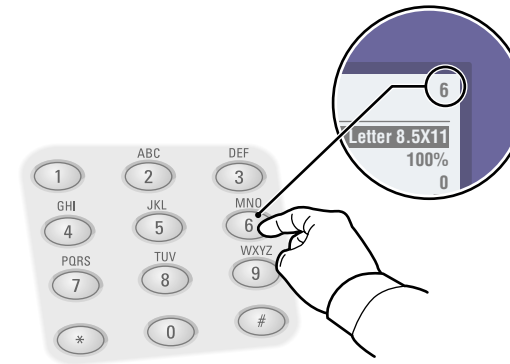


2



● Select settings.

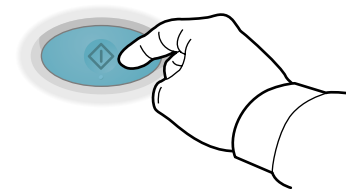
3



● Select number of copies.

Also use numeric keys to enter passwords for protected settings.

4

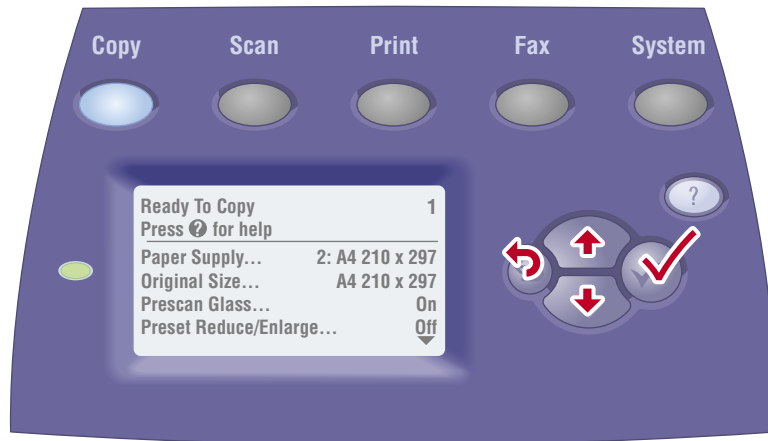


● Press Start button.

Clear All: Restore defaults

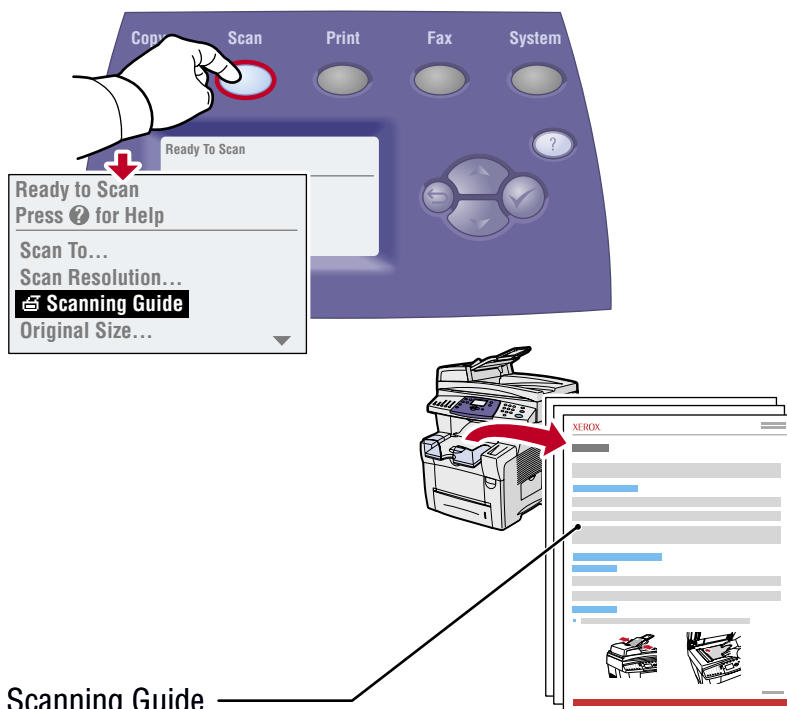
Stop: Pause (1x)/Cancel (2x)

● Navigate menus for special features or paper.





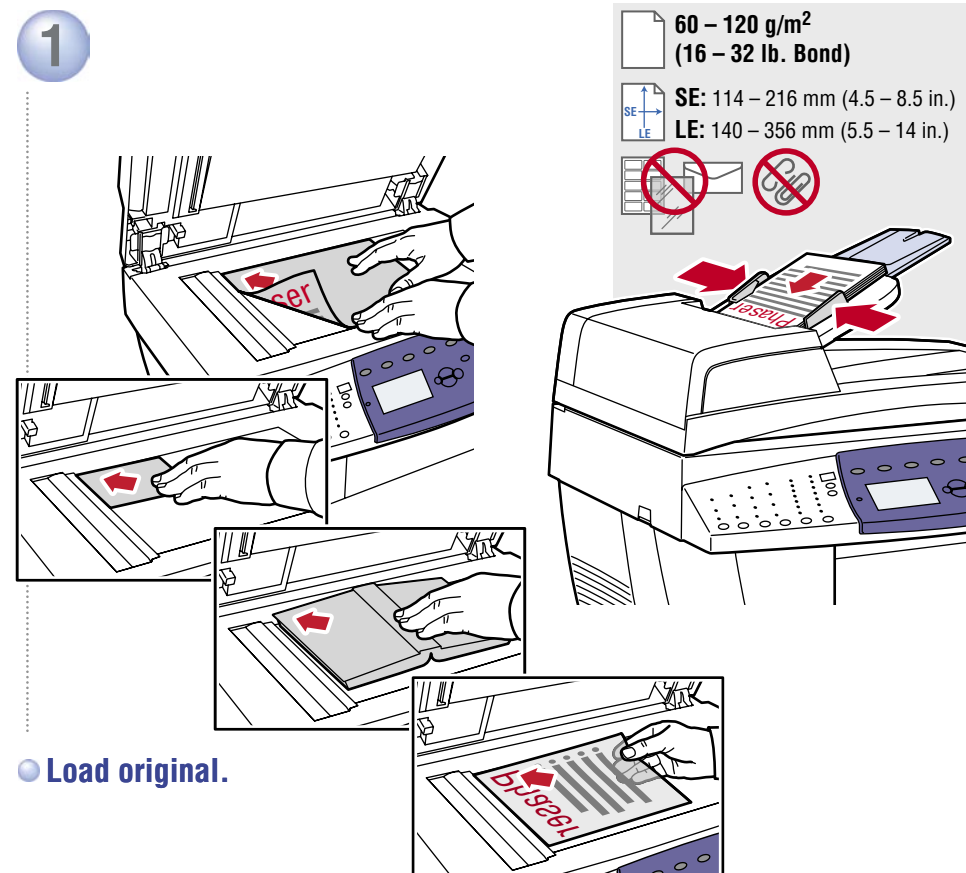
# Scanning



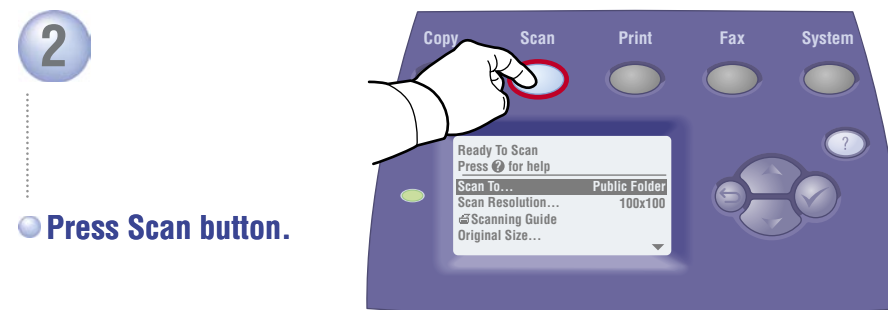
- Print the Scanning Guide for basic scanning procedures.
- To learn about advanced scanning techniques, see the [Scanning](#) chapter in the *User Guide*.



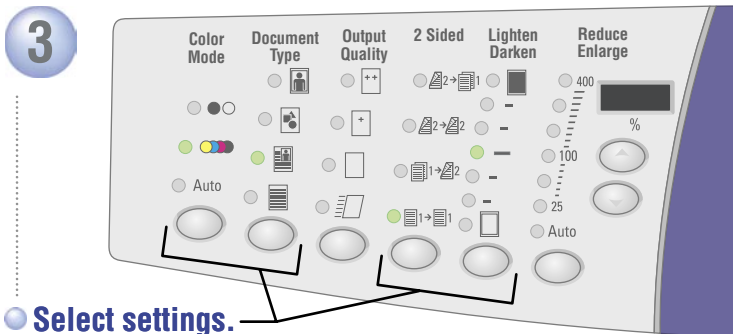
# Basic Scanning



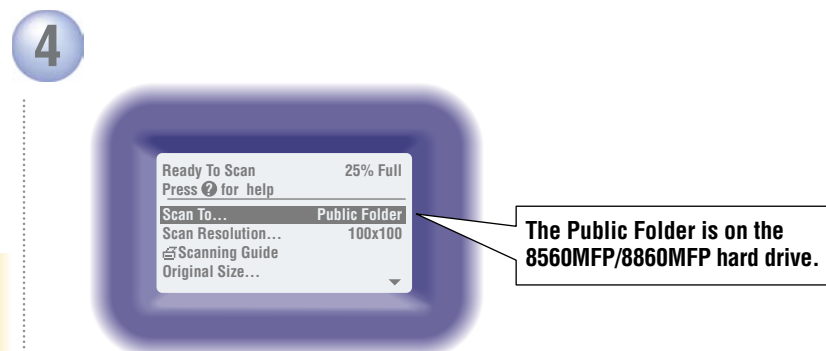
- Load original.



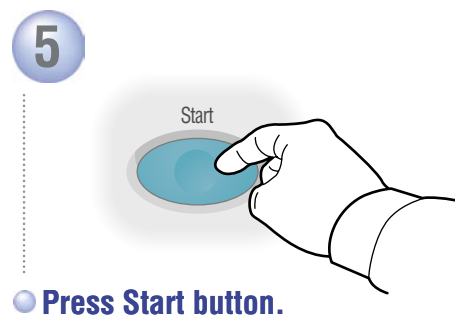
- Press Scan button.



3 Select settings.



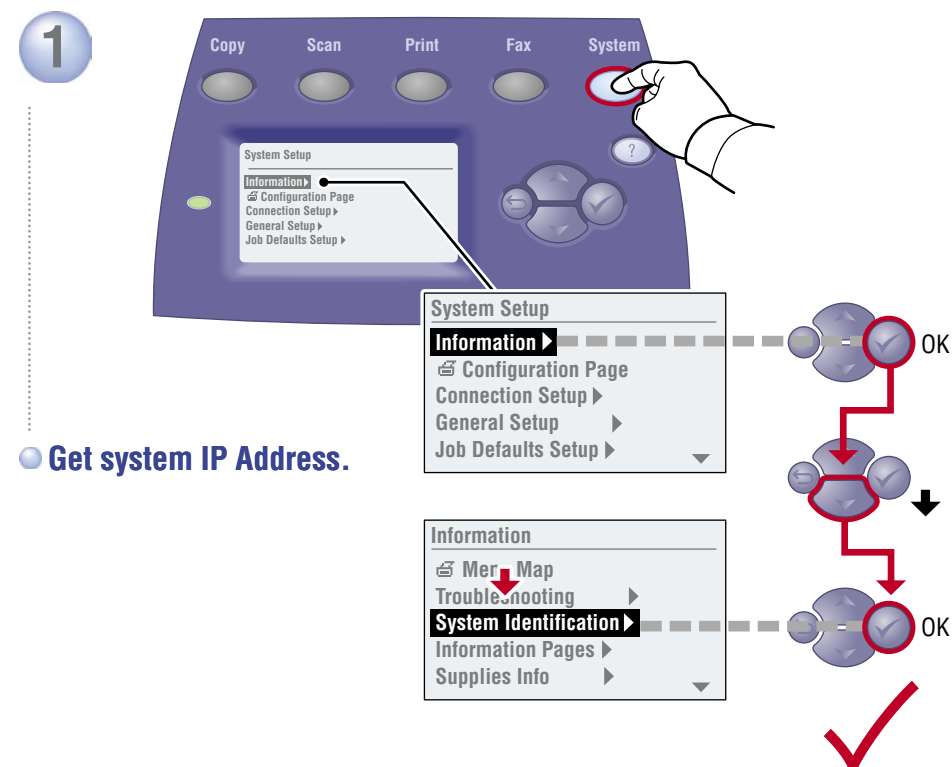
4 Select destination.



5 Press Start button.

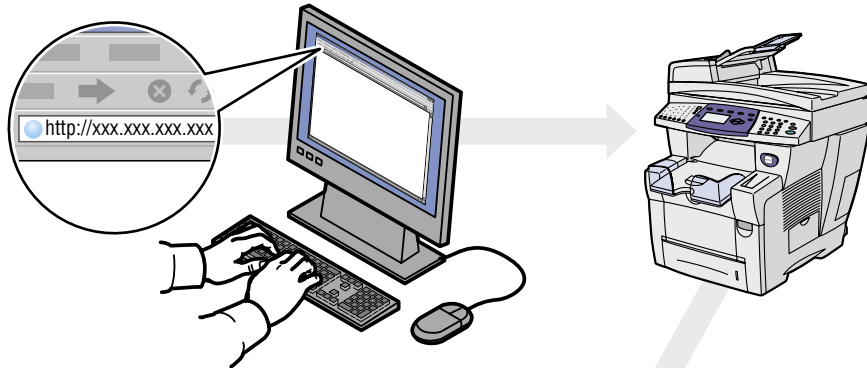
## Retrieving Scans: CentreWare IS

CentreWare IS can retrieve scans from a networked 8560MFP/8860MFP without installed drivers.



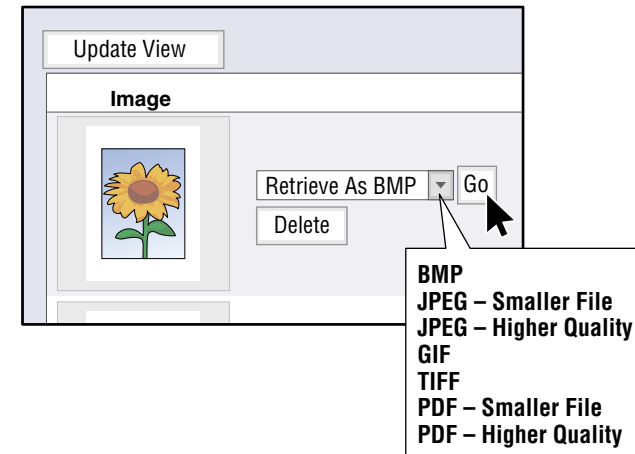
1 Get system IP Address.

2



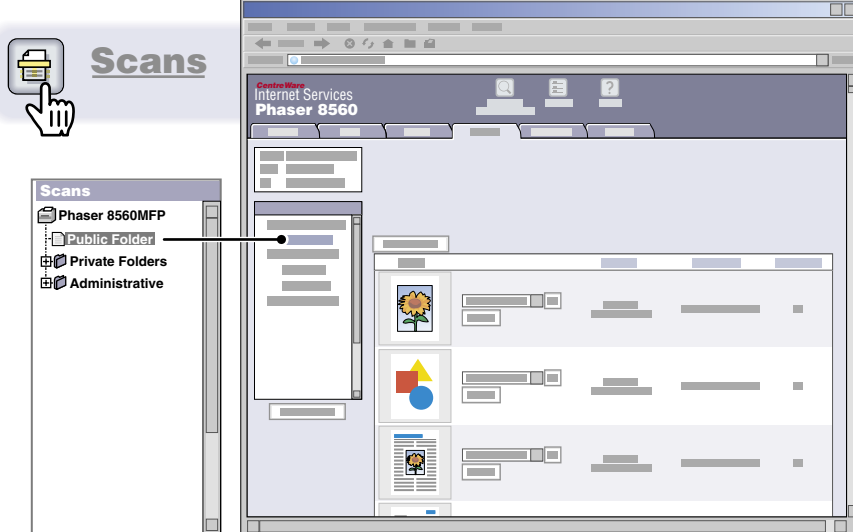
- Enter IP Address in your web browser.

4

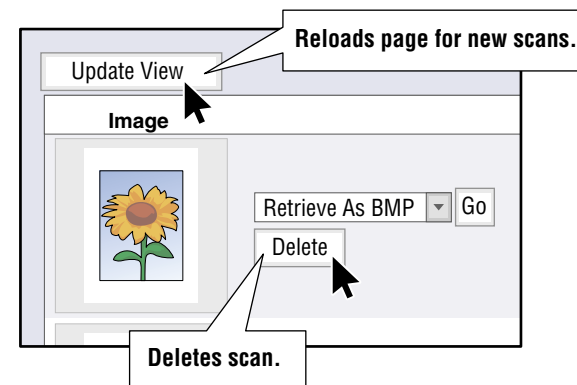


- Select file type, and then click Go.

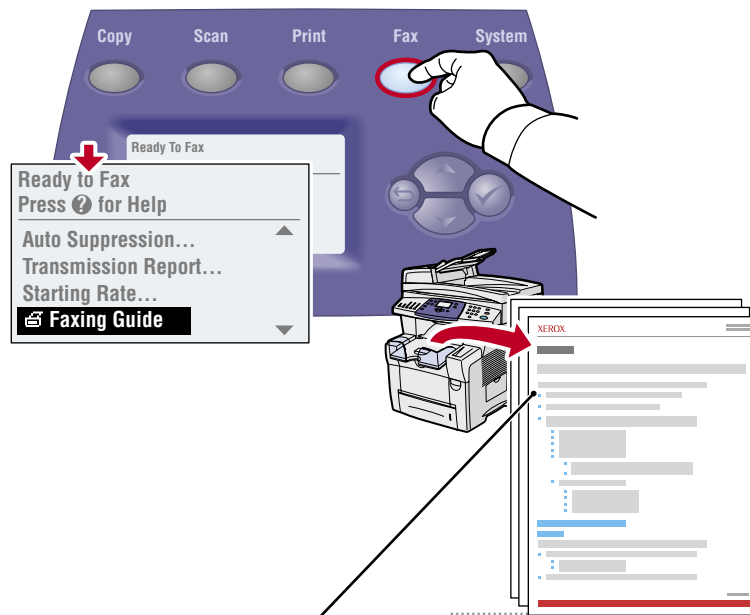
3



- Click Scans button. Wait for images to load.



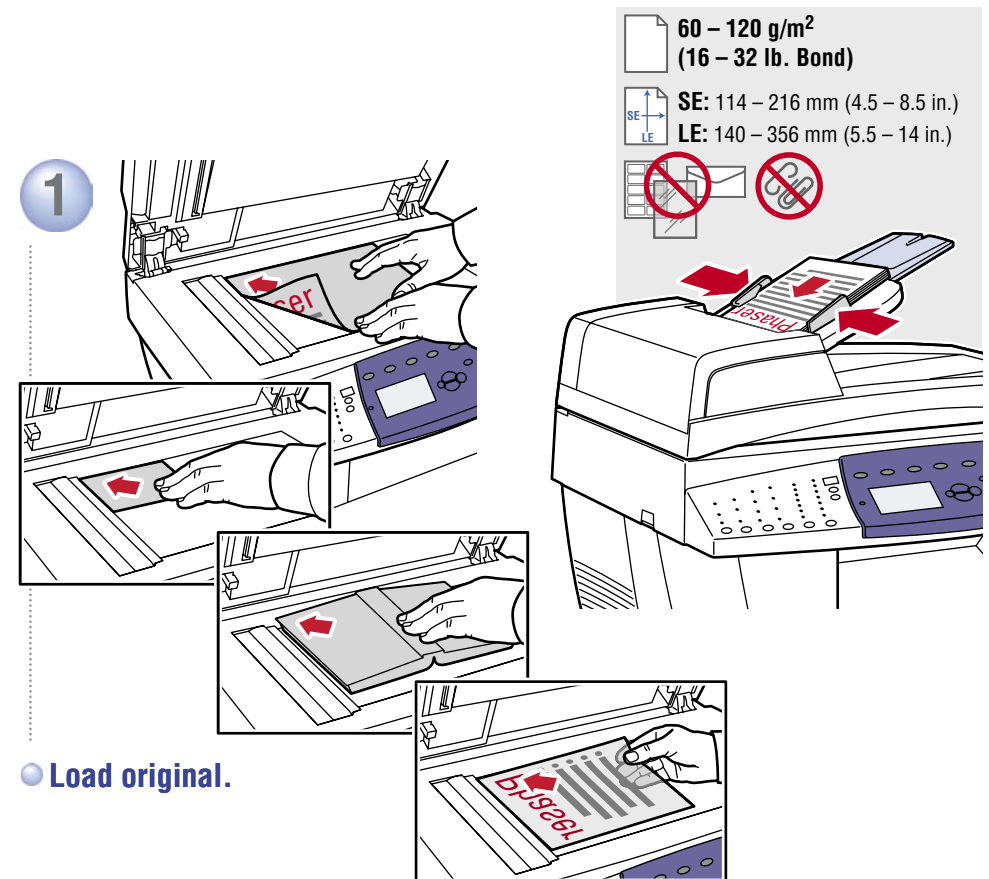
# Faxing



- Print the Faxing Guide for basic faxing procedures.
- See the **Faxing** chapter in the *User Guide*.



# Basic Faxing



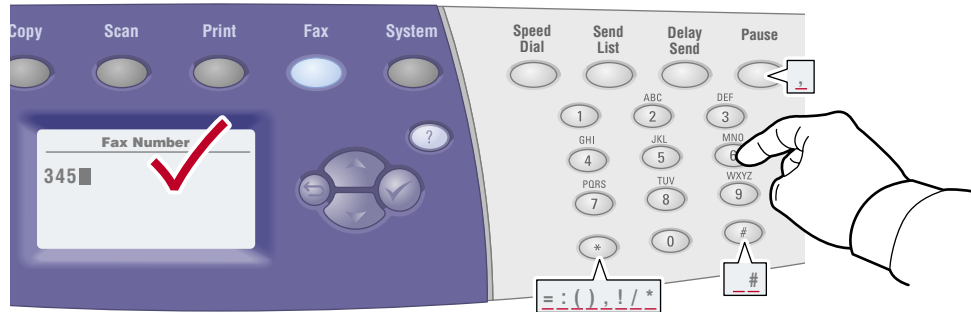
- **Load original.**



- **Press Fax button.**

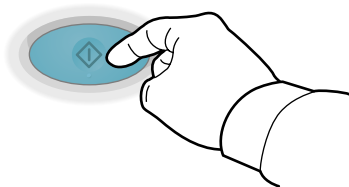
# Adding Speed Dial Entries

3

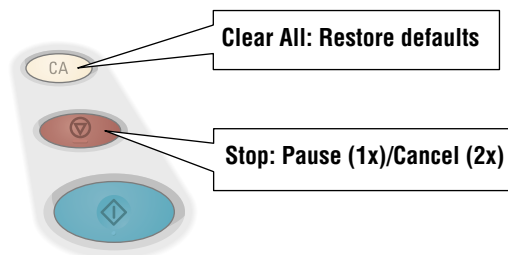


● Enter Fax number.

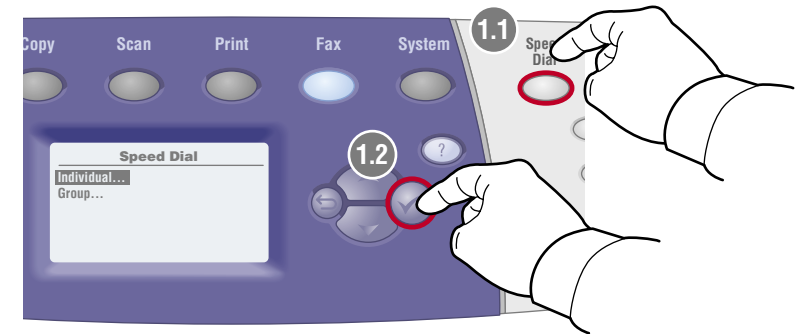
4



● Press Start button.



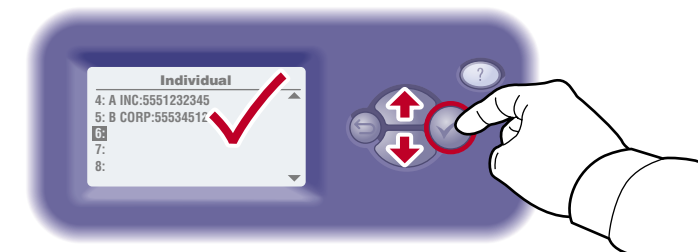
1



● Press Speed Dial button and select Individual.

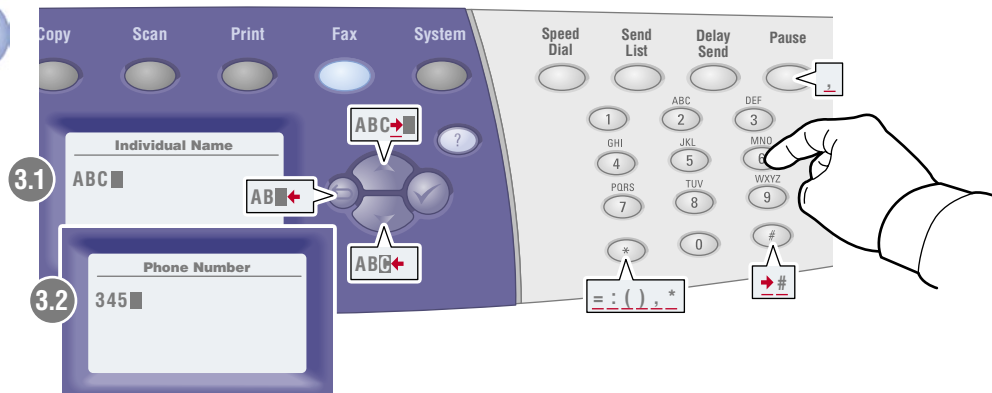
Groups are collections of saved entries.

2

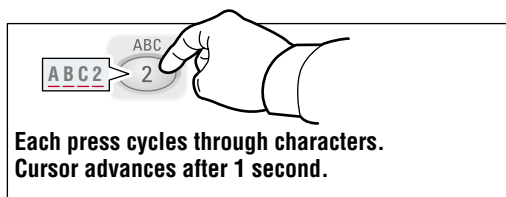


● Select a blank number.

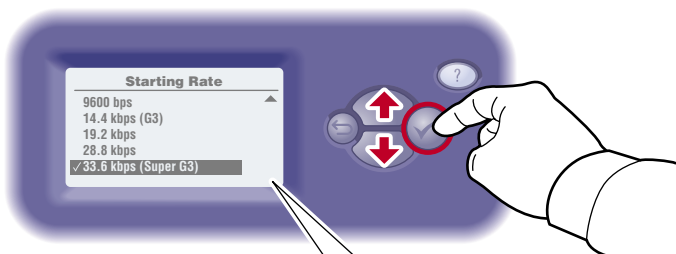
3



- Enter name and Fax number.



4

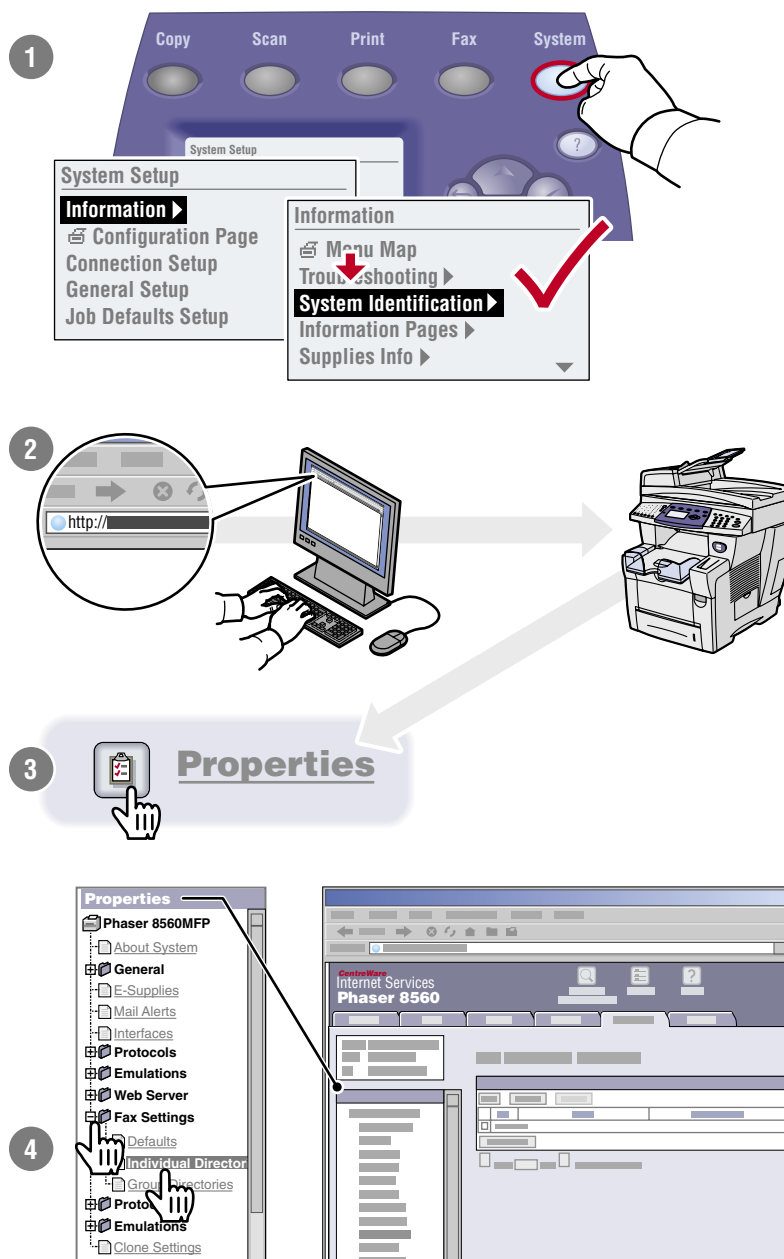


- Choose modem Starting Rate.

4800 bps  
9600 bps  
14.4 kbps (G3)  
19.2 kbps  
28.8 kbps  
33.6 kbps (Super G3)

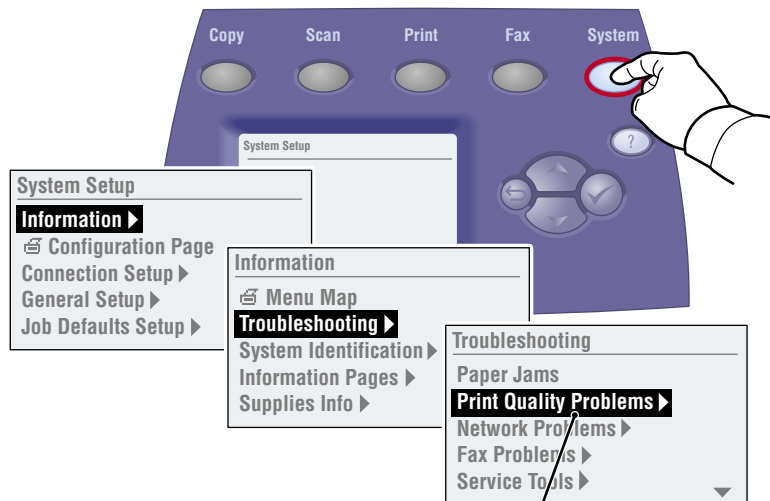
## CentreWare IS

- Use **CentreWare IS** to easily add entries on networked systems. Enter the system IP address in your web browser, and then go to **Properties > Fax Settings**.





# Output Quality

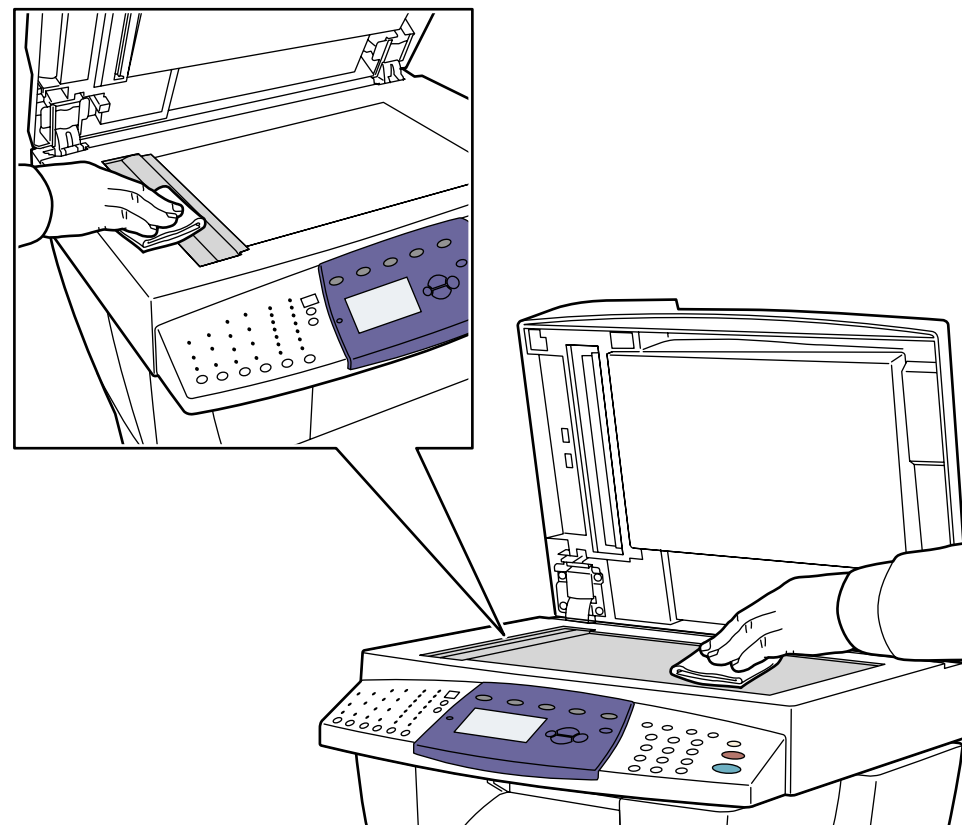


## For Print-Quality Solutions:

- See the **Print-Quality Problems** menu and print the Troubleshooting Print-Quality page.
- See the **Print Quality** chapter in the *User Guide* or visit the Support website.

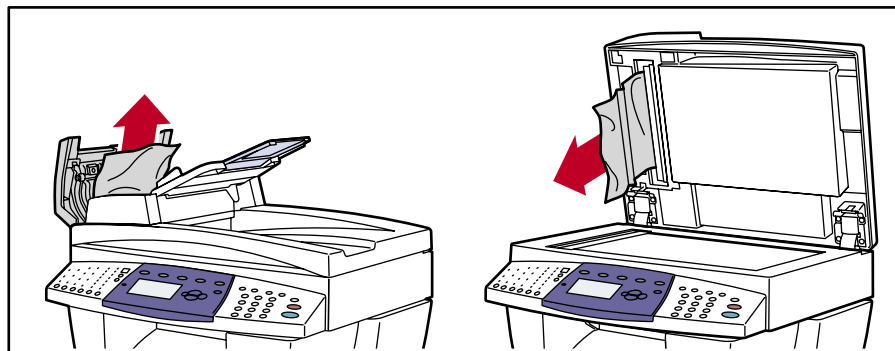
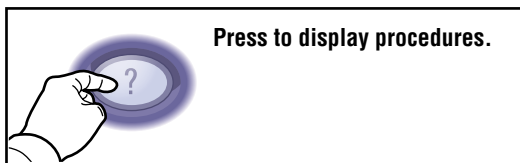


[www.xerox.com/support](http://www.xerox.com/support)

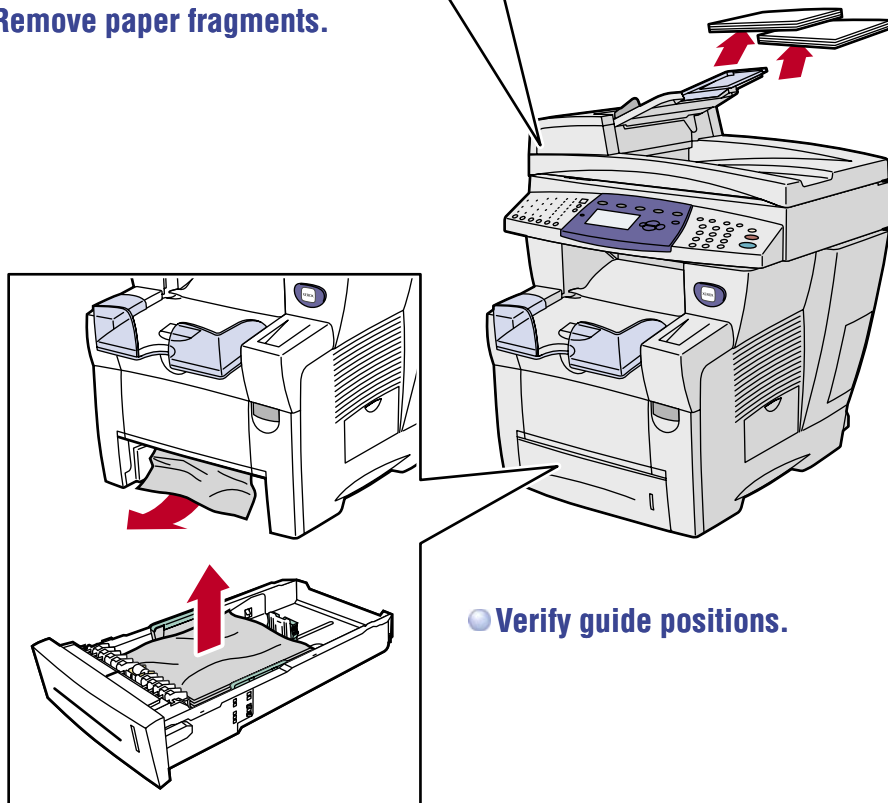


**⚠ To clean the document glass:**  
Use Isopropyl Alcohol (90%)  
on a clean, lint-free cloth.

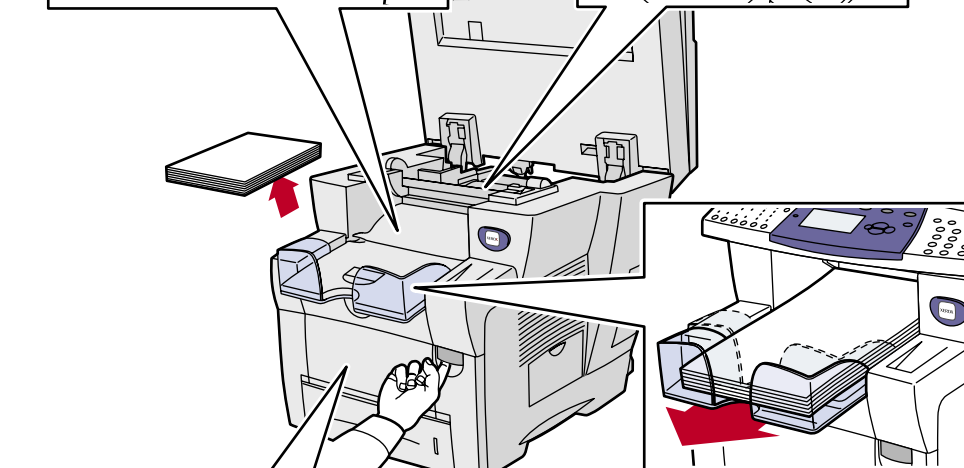
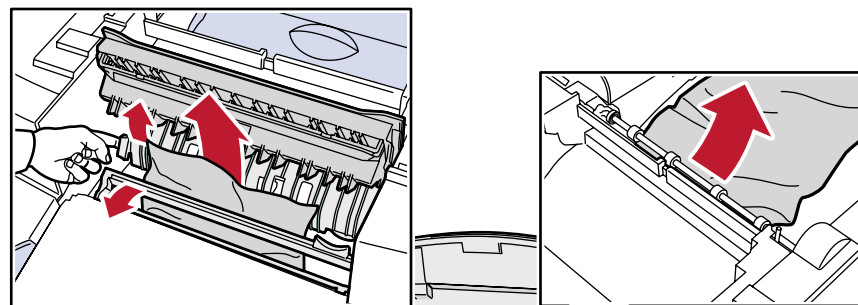
# Paper Jams



● Remove paper fragments.



● Verify guide positions.



LE > 297 mm  
(11.7 in.)  
Custom  
US Folio  
Legal

